

Chief, Management Staff
Chief, OEM Staff, DD/P Area
OEM Lecture Series
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OEM Lecture Series

1. In connection with that statement in the regulations which provides that the Management Staff shall conduct research on management techniques and to develop and disseminate information throughout the Agency, this is a proposal to provide high level management thinking to key executives.

2. What is proposed here is that monthly luncheons be established for the purpose of inviting outstanding lecturers to speak on unclassified management topics of interest to Agency executives. The following list of topics is suggested:

- Organization as a Technical Problem - Speaker, John D. Millet, Management Staff.
- Administration as a Science in the Years to Come - Speaker, Peter F. Drucker, Management Consultant; author of numerous books and of a series of articles recently published in Harpers magazine
- Utilization of Key Staff Employees - Speaker, Charles McCormick, originator of Multiple Management; author of many books, President of McCormick Tea, Schilling Tea; Board of Directors, President of American University, Baltimore Colts, etc.
- Responsibilities of Leadership - Speaker, Ordway Tead, author of the book "Art of Leadership"; authority in the field of personnel relationships
- Vital Techniques of Personnel Management - Speaker, Herbert A. Simon, author of "Administrative Behavior"; authority in the field of personnel relationships
- Values of Management and the Quest for Executive Performance - Speaker, Luther H. Gulick, author of papers on the administration; formerly, administrator of papers on the science of management; former manager of New York
- Items more from a discussion on the implementation of

3. This is not my idea. It stems more from a discussion you and I had sometime ago. I thought that it might be helpful to record some suggestions on topics and speakers as a step toward actual implementation of Management in the luncheon series.

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e. Vital Techniques of Personnel Management - Speaker, Herbert A. Simon, author of "Administrative Behavior"; authority in the field of personnel relationships

f. Values of Management and the Quest for Executive Performance, - Speaker, Luther F. Gulick, formerly, administrator of papers on the science of administration; Robert F. Wagner of New York

4. Responsibilities of Key Staff Employees - Speaker, Ordway Tead, President of McCormick Tea, Baltimore Colts, etc.

5. American University, Baltimore Tea, Schilling Tea; Board of Directors of the book "Art of Leadership" - Speaker, Ordway Tead, etc.

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It stated that it might be going toward actual implementation.

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